



**DEPARTMENT OF PERSONNEL**  
**ADMINISTRATIVE REGULATION NO. 110**  
**CLASSIFICATION REVIEWS**

*Revised and Effective: September 3, 2019*

**I. PURPOSE/AUTHORITY**

The purpose of this regulation is to clarify the Department of Personnel's policy on classification reviews and the reallocation of positions in the classified service. In accordance with the Civil Service Rules, the Director of Personnel "shall allocate each position in the classified service to its appropriate class, placing in each such class those positions which are substantially so similar with respect to difficulty, responsibility, and character of work as to require generally the same kind and amount of training and experience for proper performance and to merit approximately equal pay. In making such allocation, he shall provide the uniform application of the classification plan to positions under different appointing authorities."

The classification review process is not a substitute for the promotional process.

**II. GENERAL PROVISIONS**

The Department of Personnel recognizes that a variety of factors (additional job requirements, technology changes, new work processes, etc.) may change the content of a job and the skills needed to perform it. However, the Civil Service Rules dictate that the reallocation of an incumbent may only occur under certain specified circumstances. Therefore, the Department of Personnel will only conduct classification studies on occupied positions if all four (4) of the following conditions exist or if it has been otherwise determined by the Director of Personnel to be in the best interest of the City Service:

- (1) The reallocation of the position is based upon the accretion of new duties and responsibilities and the incumbent was continuously employed in the position during the accretion of said duties and responsibilities.
- (2) The new duties and responsibilities are related to and supplement the original functions of the position.
- (3) The new duties are neither temporary in nature nor performed in an acting capacity.
- (4) There is evidence that the additional duties and responsibilities were assigned to the position solely to increase the efficiency of the City of St. Louis.

It is the policy of the Department of Personnel to only conduct classifications studies when there has been a gradual and regular accretion of duties over time (typically one year or more) and not in response to the deliberate reassignment of personnel. It shall be deemed inappropriate to reallocate

an employee to a higher class of position based on the duties and responsibilities performed in an acting capacity, temporary assignment, different position, or in response to a deliberate reassignment of personnel or duties in an attempt to bypass the competitive promotional process.

Reallocation to a higher grade classification shall not be used to frustrate or bypass the competitive procedures with respect to promotional examination, except to correct errors or to provide equity due to the gradual accretion of higher level duties or responsibilities, and not due to planned management action. Employees with authority to assign duties or responsibilities who purposely assign duties with the intent of having a particular employee promoted through subsequent classification action shall be subject to disciplinary actions (Civil Service Rule IV, Section 11).

### **III. CLASSIFICATION REVIEW REQUEST**

A request for a classification review shall be submitted in writing by an appointing authority to the Director of Personnel. Such request should describe how each of the four (4) required conditions for a study have been met and explain why the appointing authority believes that the employee's current allocation is incorrect. A description of the duties and responsibilities currently performed by the position should also be included. Only requests made by the position's designated appointing authority will be accepted.

### **IV. ALLOCATION DECISION**

A classification study may result in any of the following: the position may be sustained in its current classification; the position may be reallocated to a classification in the same pay grade, a lower pay grade, or a higher pay grade; or, the position may be deemed nonessential or supernumerary. In such cases, the Department of Personnel shall take steps to ensure that the position is not filled when it is finally vacated.

The study will be administratively closed if the incumbent vacates the position before the study's conclusion. In such instances, the position will be reviewed if a personnel requisition is submitted for the vacancy.

If in the course of a job study or in the conduct of its regular business the Department of Personnel discovers an employee performing duties substantially above or below his/her current classification the Department of Personnel may initiate an investigation of that position.

Questions regarding this regulation are to be directed to the Classification and Compensation Section at 622-3565.

DEPARTMENT OF PERSONNEL

Richard R. Frank  
Director of Personnel